

## **CSO Solicitation No. 2205**

### **Task Based Traffic and Safety Engineering Services**

#### **Prequalification Category – Traffic and Safety Engineering**

**FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.**

#### **IT IS BEING POSTED HERE FOR INFORMATION ONLY.**

The Connecticut Department of Transportation (Department) is seeking to engage two (2) prequalified consultant engineering firms to provide task-based traffic and safety engineering services to aid in the preparation of project design plans and provide engineering support to the Division of Traffic Engineering.

The selected firms will be required to provide support to projects within the Division of Traffic Engineering, as well as prepare design documents (plans, specifications, and estimates) for traffic improvement, traffic safety, or at-grade railroad crossing improvement projects. All associated analysis, studies, and design effort to prepare the project documents will be required of the selected firms. This includes, but is not limited to: traffic engineering studies and reports, design of traffic signal and traffic signal systems, pavement marking designs, highway and expressway signing design, and sheet aluminum sign design. The firms may be required to conduct traffic counts, crash analysis, preparation of collision diagrams, conduct traffic engineering studies, design Piezo detection systems, prepare “As Built” plans from projects, provide design services during construction, perform highway capacity and queue analysis, coordinate with utility companies, design maintenance and protection of traffic plans and specifications, provide survey, public outreach/involvement, prepare roadway designs, prepare property maps, hydraulic engineering, soils engineering, prepare environmental documents and permit applications, and conduct rail crossing studies and investigations.

The contract will be limited to three years, plus one additional year to complete previously assigned tasks. No new tasks will be negotiated after three years from the start of the contract. Up to 10 assignments are anticipated. The start dates for the two contracts will be staggered by approximately six months, so the contracts do not expire simultaneously. The first contract is expected to start date in May 2014.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or sub-consultant on any phase, of any project, which is managed under this assignment. This shall also include any break-out projects that occur from the projects managed under this assignment.

Successful applicants for this request will be required to provide contract plans, specifications, supplemental documents, and other design data in a Bentley Systems, MicroStation (InRoads) format, as specified in the Department’s Digital Project Development (DPD) Manual.

If your firm would like to be considered for one of these assignments, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at [www.ct.gov/dot/consultant](http://www.ct.gov/dot/consultant).) Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on January 28, 2014.

Included in the submittal must be the following: A brief description of your proposed staff and their qualifications, discipline experience, current workload, and availability; Project experience which demonstrates your expertise in (1) the operational analysis and design of traffic signals and signal systems;

(2) signing and pavement markings; (3) traffic engineering related studies including data collection, analysis and spot improvement recommendations; (4) preparation of maintenance and protection of traffic plans and specifications; (5) railroad-highway grade crossings; and (6) familiarity of ConnDOT design process and the necessary Policies, Procedures and Standards.

You are advised that a disadvantaged business enterprise (DBE) goal applies to this project. The goal will be no less than 12 percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub-consultant(s) which you plan to use. The DBE sub-consultant(s) must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing assignments will not be allowed

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at [www.ct.gov/SEEC](http://www.ct.gov/SEEC) by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified category for the year a shortlist is finalized and/or a selection is made.

All letters of interest shall be mailed to:

Mr. David Mancini, P.E.  
Consultant Selection Office  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than 3:00 P.M. on January 28, 2014. Responses hand carried or postmarked after this date and time will not be considered.

**All inquiries regarding this request for letters of interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.**